



## Commercial Reroof Permit Application

City of Corvallis, Development Services Division  
PO Box 1083, Corvallis OR 97339  
501 SW Madison Avenue, Corvallis OR 97333  
Phone: 541-766-6929  
E-mail: [development.services@corvallisoregon.gov](mailto:development.services@corvallisoregon.gov)  
Web: [www.corvallispermits.com](http://www.corvallispermits.com)

### DEPARTMENT USE ONLY

Permit No:

Date:

#### TYPE OF USE

- ☐ Commercial ☐ Industrial ☐ Multi-Family

#### JOB SITE ADDRESS

#### DESCRIPTION OF WORK

#### APPLICANT (OWNER OR AGENT)

Company name:

Contact name:

Address:

E-mail:

Phone:

Applicant's signature:

Print name:

Date:

#### CONTRACTOR

Business name:

Address:

E-mail:

Phone:

CCB license number:

Expiration date:

#### INSPECTION CONTACT (REQUIRED)

Name:

Phone:

E-mail:

#### DRY ROT INSPECTION

**NOTE:** If dry rot is identified during removal of existing roofing and there is replacement of sheathing, an inspection must be scheduled to confirm structural stability prior to installation of new roof covering. Additional plan review may be required.

#### SUBMITTAL DOCUMENTS

The following items must accompany this application:

- ☐ Basic Site Plan – illustrate the area of work and distances to any neighboring structures and property lines. Please locate staging area of roofing materials.
- ☐ Manufacturer product sheets to indicate classification of roofing material (Class A, B or C) with listings. For **Class A** roofing, provide documentation outlining how the Class A rating will be achieved.
- ☐ Product sheets for the attachment material and/or fastening method and/or method of overlay.

#### REQUIRED DATA

Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation: \$

Job Start Date:

Roof Square Footage:

Number of Existing Layers: ☐ One ☐ Two

☐ Altering ☐ Overlaying ☐ New

If altering, will you be replacing insulation?

☐ Yes ☐ No

*Yes = Requires commercial review to address Energy Code.*

Type of Roofing: (ie: composition, metal)

Class of Roofing: ☐ A ☐ B ☐ C

*If other than Class A, plan review will be required.*

#### PLAN REVIEW

Please check all that apply. Structural or other permits may be required along with a three week review period.

- ☐ Changing Roof Type
- ☐ Structural Changes
- ☐ Class B Roof
- ☐ Class C Roof
- ☐ Replacing Insulation
- ☐ Mechanical Work (Permit Required)
- ☐ Plumbing / Drain Lines (Permit Required)

#### NOTICE

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractor's Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply: \_\_\_\_\_

**PLEASE NOTE:** Intake fees initiate the plan review process. All remaining fees are collected at the time of permit issuance. If the application is expired or voided prior to permit issuance, all remaining plan review fees will be due. I have read and understand these terms.

Initial: \_\_\_\_\_

\*\*\*This application is valid for 180 days\*\*\*

## BUILDING PERMIT FEE SCHEDULE:

*(No Plan Review fees will be assessed unless the Plans Examiner determines the need.)*

<b>1. Building Permit Fees applicable under Corvallis Municipal Code Section 8.03.300.010 shall be as follows:</b>	
\$1.00 - \$500.00	\$25.30
\$501.00 - \$2,000.00	(\$25.30 for the first \$500.00) + (\$2.33 for each additional \$100.00 or fraction thereof)
\$2,001.00 - \$25,000.00	(\$60.25 for the first \$2,000.00) + (\$10.06 for each additional \$1,000.00 or fraction thereof)
\$25,001.00 - \$50,000.00	(\$291.63 for the first \$25,000.00) + (\$7.56 for each additional \$1,000.00 or fraction thereof)
\$50,001.00 - \$100,000.00	(\$480.63 for the first \$50,000.00) + (\$5.02 for each additional \$1,000.00 or fraction thereof)
\$100,001.00 and up	(\$731.63 for the first \$100,000.00) + (\$4.20 for each additional \$1,000.00 or fraction thereof)
<b>2. Building Plan Review Fee</b>	Plan review fee shall be equal to the building permit fee.
<b>3. Service Enhancement Review Fee</b>	67% of the building permit plan review fee.
<b>4. State Surcharge 12%</b>	12% of building permit fee.
<b>5. Land Development Code Review fee</b>	Land Development Code review fee shall be 33% of the building permit plan review fee in #2.